

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DOE7584357**

POSITION NO: **941580**

CLASS CODE: **3641**

Date Posted: **12/12/2011**

Closing Date: **12/23/2011**

POSITION TITLE: **Head Start Teacher Aide****

DEPARTMENT NAME: **NAVAJO HEAD START - FORT DEFIANCE, AZ**

DEPARTMENT NO: **758** WORKSITE LOCATION: **Jeddito, AZ**

WORK DAYS/HOURS: **POSITION TYPE: GRADE: V56A**

Days: **Monday-Friday** Permanent: **X** SALARY:

Hours: **40 Hours/Week** Temporary: **Duration: \$ Per Annum**

Part-Time: **No. of Hrs./Work: 40 \$ 9.66 Per Hour**

DUTIES AND RESPONSIBILITIES:

Assist the Head Start Teacher in maintaining a classroom conducive to age learning, participates in home visits to explain the program's purpose and to recruit children; assist in maintenance on up-to-date records concerning the growth, health, behavior, and progress of each child; assist in implementing plans for each child as identified by the Head Start Teacher in developmental and culturally appropriate activities on materials; helps coordinate program plans with Head Start center staff and in planning and conducting field trip activities; fund raising activities and parents; assist recruiting volunteers; make or obtain classroom materials and equipment appropriate to development needs of the children; attend chapter meetings, staff meetings, and other related meetings; assist in conducting fire evacuation drills, assist with the transportation of children to and from the community Head Start centers; assist with supervising children in the classroom, cafeteria, school yard, bus route and field trips; assist teacher with parent-teacher conferences; assist teacher with providing information to parents concerning child's development; assist with health screening and daily hygiene; assist with preparation of meals; perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or G.E.D. (To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, etc.)

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment. Must have a valid State driver's license; and must obtain within 90 days of employment: Food Handler's Permit, Criminal background investigation, First Aid and CPR certification, pass a physical examination.

Special Knowledge, Skills and Abilities:

Knowledge of early childhood development/education; knowledge of laws, regulations, and tribal policies on child care; knowledge of the Navajo culture and traditions. Ability to nurture motivate, teach, and influence children three to five years of age; ability to display mature patience and understanding; ability to articulate behavior; ability to work extended and flexible work hours; ability to understand and communicate in the Navajo and English languages.

**** UNION POSITION.**

VETERAN'S PREFERENCE APPLIES.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.